

How to Find a Book in the Library – Pocket Version

This version of How to Find a Book in the Library is condensed to print on less paper to be easily carried around the library. Please see the full version for further explanations.

Call Numbers

Books in the Rocky library are organized according to call number using the Library of Congress classification scheme. This is a series of letters and numbers found on the book that looks like this:

DC
137.1
F73
2001

Every book in the library (with the exception of the curriculum books, which are organized by the Dewey Decimal system, and paperback juvenile books, which are shelved alphabetically by author and title), including audiobooks, has a call number similar to this. Books are shelved according to their call number on a line by line basis, first alphabetically, then numerically, then alphabetically and numerically again. Anything that starts with an A, B, or C will come before anything in the Ds. B will come before BX; D will come after BX and before DC, etc.

Once you have found the proper letter section you'll look at the second line of the call number, in this case 137.1. This is simply in numerical order, so 137.1 will be after 137, before 137.2 or 138, and well before 1371. Watch out for the periods! The next row in this call number is F73. In some call numbers this will be the last line; in others, like this one, it will be followed by the date of publication; in still others, there will be yet another line consisting of a letter and numbers before the date (if there is one). To find this book, first find the Fs in the DC137.1s, then the 7s, then the 3s. If there is another line of a letter and numbers, follow the same process until you find your book.

As mentioned, curriculum books are organized according to the Dewey Decimal system. It looks like this:

370.9		372.4
Teh	or	R48
2007		1992

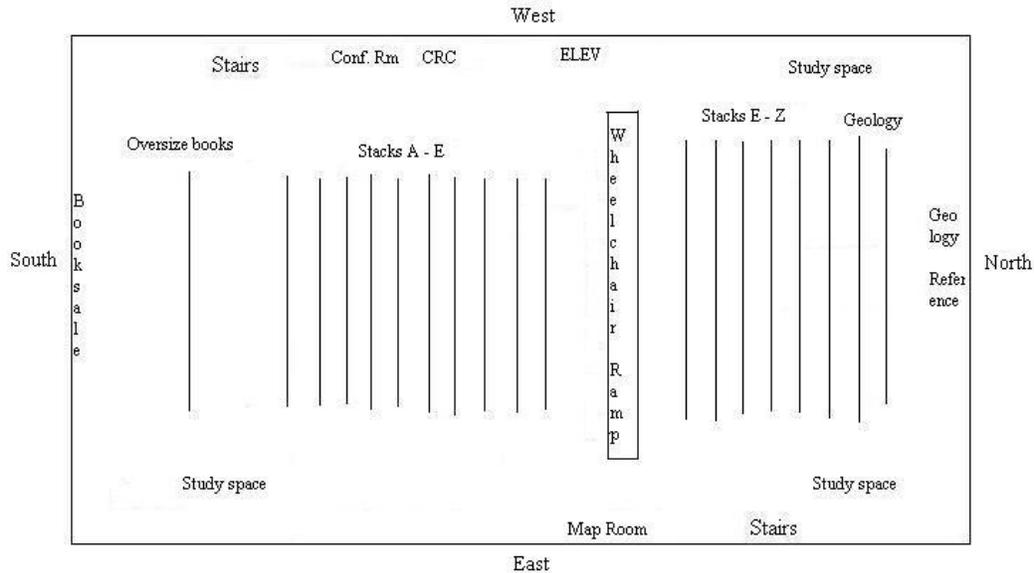
You find these books line by line just like books with the Library of Congress call number. They are found in the Curriculum Resource Center in the lower level of the library.

Audio-visual materials are all arranged by a simple number. DVD numbers are prefaced by DVD, videocassette numbers by VC, and cd numbers by CD-AUDIO. So, for instance, the DVD of the Matrix has the simple call number DVD 544.

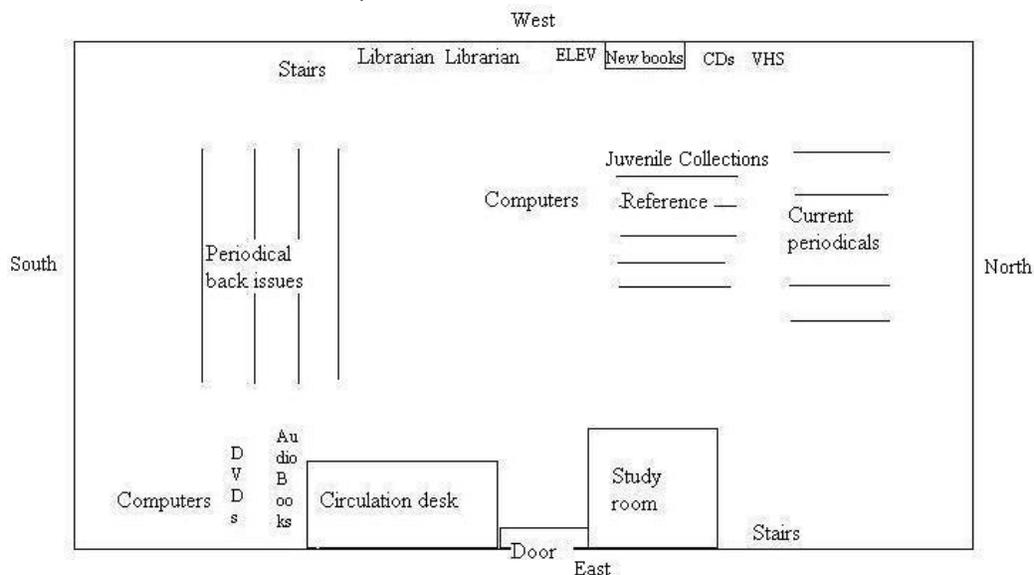
Periodicals are all shelved alphabetically by title and then by issue or date, with the most recent year or so kept in the "Current Periodicals" section and the rest in the "Noncurrent Periodicals." The call number listed will start with Periodicals and continue with volume and number information; you can tell exactly which issues the library holds from this list.

Locations

Every item is assigned to a location, which is listed in the library catalog in the search results and in the item details. For items that are not already checked out but are available in the library, the most common location is Stacks, which is in the lower level of the library. Other locations that are in the lower level are Curriculum Resource Center (CRC on the sketch), Oversize, Maps, Geology collection, and Geology Reference Collection.



Reference, Juvenile collection, Juvenile Paperback collection, New Books, Periodicals Collection, Newspapers, and Media-AV can be found on the main level of the library. The Periodicals Collection is split into two places: the most recent year or so is kept in the “Current Periodicals” section and the rest are kept in the “Noncurrent Periodicals.” New newspapers are by the librarians’ offices; older issues are at the east end of the current periodicals.



The location Media-AV encompasses not one location but four: DVDs and audiobooks, to the left of the circulation desk, and CDs and VHS tapes, which are on the west wall.